

## **DSB BOARD GUIDELINES - ANNUAL STAFF RECOGNITION PROGRAM**

### **DSB Outstanding Employee of the Year Procedures**

The Board of the DHS Division of Services for the Blind (DSB) is pleased to sponsor an annual program recognizing the division's most outstanding employees. Awards are presented annually in three categories: Clerical Services; Direct Consumer Services (all caseload personnel); and Administrative Support Services. One of the three categorical winners is selected by the Board as the overall DSB Employee of the Year. This individual is also named as the division winner for the annual Arkansas Human Services Employees Association (AHSEA) recognition.

### **Nomination and Award Process**

Nomination shall be made by anyone internal or external to DSB by completion of the following Nomination Form in typed or electronically input format and timely submission to the appropriate address listed below. Upon receipt, the DSB Director will ensure that all eligible nominations are assembled, separated into the applicable service categories, and forwarded to the Chairman of the Employee of the Year subcommittee of the DSB Board for rating and selection. The Director will further ensure that a minimum of two qualifying nominations in each category is presented to the subcommittee for consideration.

The Chairman of the subcommittee will conduct the evaluation process, record the decision of the subcommittee and recommend the winners to the full board during the September Board Meeting. Following Board approval, the winners will be congratulated and plans made for the Board Recognition ceremony to be held during Statewide Meeting. Winners will receive individual plaques in appreciation for their outstanding performances in the prior performance year and their names will be entered on a master plaque permanently displayed in the lobby of the DSB State Office.

### **Eligibility:**

To be eligible, an employee must be employed by DSB a minimum of one year and score above average or exceptional on his or her most recent annual performance evaluation for the annual period ending on or before September 30, 2009. Employees receiving disciplinary points during the rating year shall be ineligible for award.

### **Submission Process:**

Nominations must be typed or electronically input on the approved form, and submitted timely to Cassandra Williams, DSB Assistant Director, by one of the following methods. See form for further detail.

E-mail to [cassandra.williams@arkansas.gov](mailto:cassandra.williams@arkansas.gov) by 4:30 p.m. August 20, 2010.

Fax to (501) 682-0366 by 4:30 August 20, 2010, Attention Cassandra Williams;

Hand-delivery (stamped-in by 4:30 p.m. - Be sure to keep one stamped copy);

U.S. Mail postmarked no later than **August 20, 2010**.

No hand-written nominations will be accepted.

(Revised August/2010)

## **2010 DSB EMPLOYEE OF THE YEAR NOMINATION FORM:**

Each year, the DSB Board selects one DSB employee as the most outstanding staff member in each of three categories: Clerical Services; Direct Client Services; and Administrative Support Services. Please read the preceding Board Guidelines for nominations and complete the following information to thoroughly explain why you believe the Board should select your nominee. The Committee will score each accomplishment area based upon your justification.

*All nominations must be typed or electronically input.*

**NOTE: ALL AREAS MUST BE COMPLETED; INCOMPLETE NOMINATIONS WILL NOT BE FORWARDED TO BOARD COMMITTEE.**

To: The DSB Board Employee of the Year Subcommittee

From:

Date:

Subject: \_\_\_\_\_deserves to be named the most outstanding DSB employee this year because:

1. On-the-job accomplishments in the prior year (30 points).
2. Professional growth, continuing education and quality of service to DSB (25 points).
3. Personal and professional demeanor, and professional attitude toward consumers and colleagues (25 points).
4. Accomplishments through active membership in professional organizations (10 points).
5. Distinguished or outstanding services to the community (10 points).
  - A) Examples of active service in organizations of or serving persons who are blind:

AND/OR

- B) Examples of active service in civic organizations.

Respectfully Submitted By:

(Name)

(Address)

(Message Phone)

SIGNATURE/DATE \_\_\_\_\_ (Required for  
Acceptance if not E-mailed)

Submit typed or electronically input nominations NO LATER THAN 4:30 p.m. **AUGUST 20, 2010** as follows:

Email: [cassandra.williams@arkansas.gov](mailto:cassandra.williams@arkansas.gov)

Hand-Deliver to: ATTENTION: Cassandra Williams  
DHS Division of Services for the Blind  
Office #1277, Donaghey Plaza South  
700 Main Street  
Little Rock, AR 72203

(Be sure to have nomination form time-stamped and a copy handed back to you.)

Mail to: ATTENTION: Cassandra Williams  
DHS Division of Services for the Blind  
P.O. Box 3237  
Little Rock, AR 72203

Fax Number: (501) 682-0366 - ATTENTION: Cassandra Williams